



**Position:** Senior Graphic Designer

**Summary:** The Senior Graphic Designer will report directly to the Executive Director of Marketing and Communications. The primary responsibility of the Senior Graphic Designer is to work closely with the Executive Director and Montreat colleagues to develop creative, high-caliber, omni-channel digital and print communications and marketing in support of the Montreat College brand and mission. This is a full-time exempt position with the college's approved benefit package.

A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the [vision, mission, statement of faith, and community life covenant](#) of Montreat College

**Location:** Montreat, NC

**Requirements:**

- Demonstrate and articulate a personal Christian faith
- Exemplify and articulate a like-mindedness with Montreat College's Christ-centered mission, vision, and values
- Excellent written and oral communication skills
- Detail-oriented
- Committed to strong customer service and to enhancing a culture of excellence
- Bachelor of science or arts degree with 5+ years design experience
- Demonstrated organizational and interpersonal skills
- Demonstrated skills in technology – Adobe InDesign, Illustrator, and Photoshop
- Proven ability to maintain high level of professionalism
- Comfortable as an active team member in a highly-relational and goal-oriented environment

**Specific Responsibilities:**

- Develop concepts for major campaign/collateral pieces, i.e. *Reflection* magazine, Admissions pieces, President's Report, special events, etc. and execute creative design for print and digital projects, including posters, postcards, ads, invitations, direct mail, banners, programs, brochures, and digital graphics for web, email, video, and social media. Manage the quality of design throughout all project phases.
- Consult with and advise clients concerning their marketing needs. Recommend possible approaches to communicating with target audience. Obtain and incorporate clients' feedback.
- Meet specific deadlines based on personal workflow, department workflow, client's needs and printer's needs.
- Create illustrations, maps, graphics and animations.
- Select and prepare photographs for publishing.
- Oversee and provide creative direction for video projects.
- Evaluate and select appropriate printing papers and inks.
- Advise others regarding design and application of the college graphic identity standards and check for design integrity, appropriateness, printability, and visual appeal.
- Provide project leadership and direction, guiding the creative output of graphic designer and student employees.

- Create and maintain files for all creative assets and resources, such as software, art materials, and special fonts, which are needed for record keeping and referencing.
- Collaborate with clients, vendors and other members of the Marketing and Communications team to maximize creativity and excellence.
- Work with the web communications specialist to implement website designs.
- Stay abreast of current design and production methods, procedures and trends, and update and improve related software skills.
- Assist with environmental branding projects across all campuses i.e. signage projects, interior design updates, pole banners, etc.
- Perform other related duties as assigned.

### **Application Requirements:**

Complete [Application](#)

**Cover letter**

**Resume**

**Portfolio of recent design work**

**Statement of Christian faith**

**3 professional references**

### **Send to:**

**Montreat College  
c/o Sara Baughman  
P.O. Box 1267  
Montreat, NC 28757**

### **Or by email:**

**sara.baughman@montreat.edu**

### **About Montreat College:**

**Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.**